

C O R R E C T E D C O P Y

C2, USMEPCOM Reg 680-1

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change
No. 2

23 March 1995

**Personnel Information Systems
MILITARY ENTRANCE PROCESSING REPORTING SYSTEM (MEPRS)
(RCS: MO-1)**

Summary. This change provides the revised distribution requirements for MEPRS reports.

Suggested improvements. The proponent agency of this regulation is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-EP-P. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MOP-EP-P, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

1. USMEPCOM Reg 680-1, 15 December 1992, is changed as follows:

Page C-3, paragraph C-31. In line 5, change "at least two copies" to read "one copy."

Page C-3, paragraph C-31(2) is rescinded.

Page C-3, paragraph C-31(3). Renumber to read as paragraph C-31(2).

Page C-3, paragraph C-31(2). In line 2, change "one" to read "the."

Page D-6, paragraph D-4f. In line 3, change "an original and two copies" to read "the original and copy."

Page D-23, paragraph D-11b(2). After last sentence, add:

"Recording the medical check-in time, within the medical section, is only required for those applicants that did not check-in at the operations control desk."

Page D-23, paragraph D-11c(4). After last sentence, add:

"Recording the medical check-in time, within the medical section, is only required for those applicants that did not check-in at the operations control desk."

Page D-25, paragraph D-12b. After last sentence, add:

"Recording the medical check-in time, within the medical section, is only required for those applicants that did not check-in at the operations control desk."

Page D-25, paragraph D-12c(4). After last sentence, add:

"Recording the medical check-in time, within the medical section, is only required for those applicants that did not check-in at the operations control desk."

Page E-4, paragraph E-2f(2). In lines 3 and 7, change "one" to read "the."

Page E-4, paragraph E-2f(3). Rescinded.

Page J-1, paragraph J-3e. In line 7, change "the remaining copies" to read "copy." '

Page N-1, paragraph a. In line 7, change "original and one copy" to read "original and copy."

Page N-1, paragraph b(3). In line 1, change "original and one copy" to read "original and copy."

Page P-2, paragraph P-1d(2) (b). In line 1, change "two copies" to read "a copy."

Page P-3, paragraph P-2a(2) (a). Is superseded as follows:

"The original will be placed in the applicants packet. When the "B000P" transaction has been entered to remove the "N" status, the original will be placed in the MEPS ZHM089 file."

Page P-3, paragraph P-2a(2) (b). Change "One copy" to read "The copy will be."

Page P-3, paragraph P-2a(2) (c). Rescinded.

Page index 18. In line 15, after "Labels" and before line 16, "M01 thru M96...", insert "Log, SSN-pull, M-2a(7)."

Page Index 33. In line 30, after "Pulls, E-3" and before line 31, "Suspect Invalid SSN...", insert "SSN-pull, Log, M-2a(7)."

2. Remove old pages and insert new pages as indicated below:

Remove Pages

Insert Pages

M-1 through M-19. M-1 through M-17

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3. Material changed is indicated by an asterisk.
4. File this change in front of the publication.

(MOP-EP-P)

FOR THE COMMANDER:

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DISTRIBUTION:
A&D

***Appendix M**
Reports Generation and Distribution

M-1. Reports

The following reports are generated by the MEPRS minicomputer either automatically or operator requested via a menu selection. These reports will be used to verify MEPRS information, ensure workload accountability, and to perform QA activities.

PRODUCT CONTROL NUMBER	TITLE
USMEPCOM PCN 714ADP	Applicant/Enlistee Record
USMEPCOM PCN ZHM001	ENTNAC Status Report
USMEPCOM PCN ZHM002	Drug and Alcohol Processing Eligibility Roster
USMEPCOM PCN ZHM003	Report of Daily ENTNAC Submissions
USMEPCOM PCN ZHM004	No Find Report
USMEPCOM PCN ZHM005	HIV Results Roster
USMEPCOM PCN ZHM080	Testing Roster
USMEPCOM PCN ZHM081	Medical Roster
USMEPCOM PCN ZHM082	DEP-in Roster
USMEPCOM PCN ZHM083	DEP Discharge Roster
USMEPCOM PCN ZHM084	Accession Roster
USMEPCOM PCN ZHM085	Prefeedback Reconciliation Roster
USMEPCOM PCN ZHM086	Service Allocation Roster
USMEPCOM PCN ZHM087	No MEPRS Transaction List
USMEPCOM PCN ZHM088	ATS Results Roster
USMEPCOM PCN ZHM089	Prior service verification/ Projected DEP Purge Report
USMEPCOM PCN ZHM091	ATS Error List
USMEPCOM PCN ZHM092	Check Test Listing
USMEPCOM PCN ZHM093	Prior Record Roster
USMEPCOM PCN ZHM094	Suspect Invalid SSN Roster
USMEPCOM PCN ZHM095	Clean Test Listing
USMEPCOM PCN ZHM096	X-ray Equipment Status Report
USMEPCOM PCN ZHM100	HIV Results Pending Roster
USMEPCOM PCN ZHM101	Projected DEP-out Roster (Daily)
USMEPCOM PCN ZHM102	Projected DEP-out Roster (Monthly)
USMEPCOM PCN ZHM103	Purge Roster
USMEPCOM PCN ZHM104	Feedback Report
USMEPCOM PCN ZHM106	Minidata Base - ENTNAC Status
USMEPCOM PCN ZHM107	Errored Records Roster
USMEPCOM PCN ZHM108	Communication Report
USMEPCOM PCN ZHM109	Files Initialization Report

PRODUCT CONTROL NUMBER	TITLE
USMEPCOM PCN ZHM110	MEPRS-ARADS Discrepant Data
USMEPCOM PCN ZHM111	User ID Table
USMEPCOM PCN ZHM112	MEPS ID Table
USMEPCOM PCN ZHM113	Swear-in-Officers Table
USMEPCOM PCN ZHM114	Career Counselors Table
USMEPCOM PCN ZHM115	MET Site Table
USMEPCOM PCN ZHM116	Test Administrators Table
USMEPCOM PCN ZHM117	Telephone Number Table
USMEPCOM PCN ZHM118	ASO Signature Block Table
USMEPCOM PCN ZHM119	ASO Accounting Data Table
USMEPCOM PCN ZHM120	MEPS Address Table
USMEPCOM PCN ZHM121	Minidata Base Query
USMEPCOM PCN ZHM122	Minidata Base - Duplicate Records List
USMEPCOM PCN ZHM123	Minidata Base - Suspect Processing Actions
USMEPCOM PCN ZHM124	Daily Workload Roll-up
USMEPCOM PCN ZHM125	Minidata Base - MEDPACK Report

M-2. Report distribution and retention

The above PCNs are explained below to include distribution and retention.

a. USMEPCOM PCN 714ADP (Applicant/Enlistee Record). This product can be generated in either batch mode or individually by using the print program or the MEPRS program as outlined in the MEPRS Users Manual. It is a copy of an applicant's record entered in the MEPRS on any given processing day. The entire record, as reflected on the host data base, will be produced only if the applicant's record is in the prior record file as a result of a projection, add-on (late projection), walk-in, SSN-pull request, and/or an update has been made to the original record. In this case, when printed, the USMEPCOM PCN 714ADP will reflect all previous and daily work history. For a specific applicant on a 'given day, the number of times a USMEPCOM PCN 714ADP has been printed will appear in the top right-hand corner. An individual printout of a specific SSN is also available and has no bearing on the batch print option. The intent of any review/verification of data mentioned, other than specifically identified, is any individual who comes in contact with an applicant's packet/ paperwork will review that packet for data accuracy. Any error(s) detected will be corrected prior to COB. Distribution and retention of this record are as follows:

- (1) USMEPCOM PCN 714ADP-A (Aptitude Information).** Operations processing (testing) section personnel will review each USMEPCOM PCN 714ADP-A for accuracy. If errors are found, a new USMEPCOM PCN 714ADP-A will be generated reflecting the

correct entries. The copies containing error(s) will be destroyed after the corrections are made. In addition, all copies will be appropriately marked when a confirmation test is required, ensuring the status code on the marked copy is "H." Once operations processing (testing) section personnel have verified the USMEPCOM PCN 714ADP for accuracy, distribution can be accomplished. **Distribution:** The original is filed in the central applicant's packet and the copy goes to the appropriate service counselor/liaison.

(2) **USMEPCOM PCN 714ADP-M (Medical Information).** Medical personnel will ensure USMEPCOM Overprint 88 medical entries are accurately entered. Additional duty, control desk, and/or files room personnel will check the USMEPCOM PCN 714ADP-M entries against source documents (i.e., USMEPCOM Overprint 88, DD Form 2246, etc.) before filing. If errors are found, they will be corrected and a new USMEPCOM PCN 714ADP-M generated reflecting the correct entries. The copies containing error(s) will be destroyed after the corrections are made. **Distribution:** The original is filed in the central applicant's packet and the copy is forwarded to the appropriate Service counselor/liaison.

(3) **USMEPCOM PCN 714ADP-D (DEP Information).** The SSP/contract typists will review each USMEPCOM PCN 714ADP-D for accuracy. **Distribution:** The original and copy are filed in the applicant's packet and forwarded to the operations control desk or other designated section, depending on the MEPS applicant flow, for further processing. Appointed MEPS personnel (normally PEI/PAI) will verify entries against source documents and forward the packet to the next appropriate processing station, then to the Service counselor/liaison.

(4) **USMEPCOM PCN 714ADP-AC (Accession Information).** The SSP/contract typists will review each USMEPCOM PCN 714ADP-AC for accuracy. Appointed MEPS personnel will verify entries against source documents. **Distribution:** The original and copy will be forwarded to the control desk and/or enlistment packet breakdown section. There is no longer a requirement to file a copy with the DD Form 1966/1 (ADP), however, SSP will continue to keep the copy of the DD Form 1966/1 (ADP) copy on file for 60 days. If the accession USMEPCOM PCN 714ADP-AC does not contain ASVAB test scores, or is not available prior to the enlistee's departure, the following applies:

(a) The DEP-in USMEPCOM PCN 714ADP-D reflecting the test and composite scores used for enlistment will be used.

(b) If the DEP-in USMEPCOM PCN 714ADP-D is not available, select the latest USMEPCOM PCN 714ADP-A reflecting the test and composite scores used for enlistment.

(c) If there isn't a USMEPCOM PCN 714ADP reflecting the test scores used for enlistment, a DOD Form 1304.12-K will be prepared and used. The USMEPCOM PCN 714ADP as stated above will be included in the applicant's enlistee packet, to include the DOD Form 1304.12-K reflecting special test scores, if applicable. This does not excuse the MEPS from making every effort to ensure the accession USMEPCOM PCN 714ADP-AC is printed and included in the enlistment packet. For those few instances in which the accession USMEPCOM PCN 714ADP-AC cannot be printed before the applicant's departure, the USMEPCOM PCN 714ADP-AC, when generated, will be distributed excluding the original enlistment copy that will be forwarded to the appropriate reception station by mail or hand carried by the next group of shippers.

(5) USMEPCOM PCN 714ADP-P (Personal Information). This product is generated each time a correction is made to personal data.
Distribution: The original is filed in the central applicant's packet and the copy is forwarded to the appropriate Service counselor/liaison.

(6) USMEPCOM PCN 714ADP-NE (No Enlistment Information). This product will be generated each time the transaction being printed has an operations processing WRK of "5." **Distribution:** The original is filed in the central applicant's packet and the copy is forwarded to the appropriate Service counselor/liaison.

(7) SSN-pull - USMEPCOM PCN 714ADP(Prior Record Only**).** USMEPCOM PCN 714ADP copies will be produced promptly from the print program (SSN-pull Report) when a SSN-pull request has been submitted and received from the host computer upon completion of the files initialization program. Other MEPS processors (USMEPCOM PCN ZHM0093) projected from the USMEPCOM Form 727 will automatically print out after completion of files initialization. They will reflect only the prior data currently maintained on the host data base. They are identifiable by looking on the second printed line of the USMEPCOM PCN 714ADP copy that reads "**Prior Record only**." For MEPS future reference, the original-copy may be filed in the applicant's packet. Copies of "F03" SSN-pulls will be filed in the central applicant's packet. The MEPS will maintain a log entry on each SSN-pull request. This log, as a minimum, will identify the requester, SSN-pull requested, office symbol, date of request, reason, and date the information was furnished to the requester. **Distribution:** Forward original and copy to the requester QE forward the original to the requester and the copy to the files room. If no prior data is received, the requester will be notified. (NOTE: All SSN-pull requests must be printed upon receipt.)

(8) USMEPCOM PCN 714ADP (WRK Equals BOOON). This product

will reflect the "N" status code reason. The remaining data on these USMEPCOM PCN 714ADPs will be dependent upon the prior host or minidata base records as follows:

- (a) RID 1 - 714ADP print out equals - 714ADP-A
- (b) RID 2 - 714ADP print out equals - 714ADP-M
- (c) RID 3 - 714ADP print out equals - 714ADP-M
- (d) RID 4 - 714ADP print out equals - 714ADP-D
- (e) RID 5 - 714ADP print out equals - 714ADP-AC
- (f) RID 6 - 714ADP print out equals - 714ADP-AC
- (g) RID 7 - 714ADP print out equals - 714ADP-D

Distribution: File the original in the central applicant's packet and forward the copy to the appropriate Service counselor/liaison.

(9) USMEPCOM PCN 714ADP (Deletion of Enlistment Information).

This product is produced when an operator removes prior enlistment-information. The type of enlistment information removed determines the specific USMEPCOM PCN 714ADP format that prints out. If the transaction is a "M004" or "M007," DEP information headings will print out with the statement: "WRK: UPDATED TO DELETE DEP DATA." If the transaction is a "M005" or "M006," accession information headings will print out with the statement: "WRK: UPDATED TO DELETE ACCESSION DATA."

Distribution: File the original in the central applicant's packet, and the copy forwarded to the appropriate Service counselor/liaison.

b. USMEPCOM PCN ZHM001 (ENTNAC Status Report). This report will be generated automatically upon completion of files initialization. It provides the current status of an automated ENTNAC, and is generated for DIS confirmation and case number assignment, error, cancellation, favorable results, or possible match results. Report headings are: name, PADD, SSN, sex, SPF, ENTNAC path, date sent, DIS case number, date received, results, reason cancelled, and date results received. These headings will be filled depending on the data received from DIS/host computer. The report will page break for each applicant.

Distribution: Forward original to the ENTNAC clerk and the copy to the appropriate recruiting Service counselor/liaison. Destroy when superseded or no longer needed for reference (file number 601-270a).

c. USMEPCOM PCN ZHM002 (Drug and Alcohol Processing Eligibility Roster). This report will be in two parts. **Distribution:** Forward part one to the MEPS medical processing section and part two to the respective Service senior counselor/liaison. Extra copies are destroyed. Destroy after 2 years (file number 601-270a).

(1) Part one will be sorted by test date and alphabetically by last name. It will contain test result codes for alcohol and drugs. The alcohol result is reflected as entered into the MEPRS. The first result code for drugs will be THC and the second code for cocaine. The codes will be "C", "M", "N", "X", "Z", or "00" through "49". Eligibility and discharge dates will appear under the appropriate heading, if applicable. If a cancellation code is received, the "test not later than date" will appear immediately behind the applicant's name. The report will be printed and given to the MEPS medical processing section for posting drug test results to the original USMEPCOM Overprint 88.

(2) Part two will be sorted by test date, SPF, and alphabetically by last name. This part will be given to the respective Service counselor/liaison for his or her use. If results are positive, both parts of the report will reflect the eligibility date. This date is the earliest an applicant may return for further processing, to include ASVAB testing. The respective counselor/liaison must be briefed on the definitions of the results codes, eligibility dates, and retest reason codes.

d. USMEPCOM PCN ZHM003 (Report of Daily ENTNAC Submissions). This product will be generated as requested. It will be sorted by date submitted and SPF. The report will reflect all applicants that had an automated ENTNAC submitted to the host computer for further communication to DIS. **Distribution:** Forward original to the ENTNAC clerk and the copy to the appropriate recruiting Service counselor/liaison. Destroy after 1 year (file number 601-270a).

e. USMEPCOM PCN ZHM004 (No Find Report). This product will be generated following SSN retrievals upon requesting an individual print for SSN's that are not on the host. Destroy when no longer needed (file number 601-270a).

f. USMEPCOM PCN ZHM005 (HIV Results Roster). This product will be generated as requested. It will be in two parts. Part one will be sorted by specimen number and given to the medical processing section to verify that all results received have been entered into the MEPRS. Part two will be sorted by SPF, then alphabetically with a page break for each SPF. **Distribution:** All copies to medical or as deemed appropriate by the operations

officer. Destroy after 1 month (file number 601-270a).

g. USMEPCOM PCN ZHM080 (Testing Roster). This product will be generated upon completion of all test scoring for the day by selecting option 11 of the print program. This roster will be verified against the USMEPCOM Form 611-1-7-E to ensure applicants scores have been completely processed and are ready for transmission to the host computer. It will be sorted by date, MET site number, full name, SSN, SPF, test version, type test, and status. **Distribution:** File original with USMEPCOM Form 611-1-7-E or USMEPCOM Form 727. File the copy with the answer sheets, and/or student ASVAB score sheet (DOD Form 1304.12k). Destroy when no longer needed (file number 601-270a).

h. USMEPCOM PCN ZHM081 (Medical Roster). This product will be generated as needed throughout the duty day and, at a minimum, when the last medical examination has been accomplished for that day and entered into the MEPRS. It will be sorted alphabetically within DOA (date the medical action was given), and will reflect the name, SSN, sex, SPF, HIV results, medical WRK, and status (previously printed entries will be indicated with an asterisk). A complete review, using medical's copy of the USMEPCOM Form 727, of this roster will be made by designated medical processing section personnel, at a minimum, prior to the MEPS COB data transmission. Medical processing section personnel will ensure the type of medical processing actually accomplished matches what has been entered into the MEPRS and annotated on the USMEPCOM Form 727. All discrepancies found will be corrected as identified. By producing this roster several times a day, the MEPS should be able to monitor medical entries throughout the day. **Distribution:** File original with the master USMEPCOM Form 727 and forward the copy to the medical processing section. Destroy after 6 months (file number 601-270a).

i. USMEPCOM PCN ZHM082 (DEP-in Roster). This product is normally generated as needed throughout the duty day and, at a minimum, when the last DEP-in record has been entered into the MEPRS. It will reflect the name, SSN, SPF, DOE, and PADD of each DEP-in entered into the MEPRS (previously printed entries will be indicated with an asterisk). It will be sorted by SPF within DOA. This roster is used to ensure each applicant, scheduled by the appropriate Service on the original copy of the USMEPCOM Form 727 to DEP-in, actually did DEP-in and has been entered into the MEPRS. By producing this roster several times a day, the MEPS should be able to monitor DEP-ins throughout the day. **Distribution:** Forward original reflecting all Service DEP-ins to the appropriate Service counselor/liaison. File the copy with the master USMEPCOM Form 727. Destroy after 6 months (file number 601-270a).

j. USMEPCOM PCN ZHM083 (DEP Discharge Roster). This product will be generated only when DEP discharge records have been entered into the MEPRS. It will reflect the name, SSN, SPF, DEP discharge date and reason, and will be sorted by SPF with-in DOA. **Distribution:** Forward original to the appropriate Service counselor/liaison and the copy the operations officer. Destroy when superseded (file number 601-270a).

k. USMEPCOM PCN ZHM084 (Accession Roster). This product is normally generated as needed throughout the duty day and, at a minimum, when the last accession record has been entered into the MEPRS. It will reflect the name, SSN, SPF, DOE/Ship, transfer-to-code (previously printed entries will be indicated with an asterisk). It will be sorted by SPF within DOA. This roster is used to ensure each applicant, scheduled by the appropriate Service on the original copy of the USMEPCOM Form 727 for accession/ship, actually did enlist/ship for the Service and the MEPRS has been updated. By producing this roster several times a day, the MEPRS should be able to monitor accessions throughout the day. **Distribution:** Forward original reflecting all Service accessions and ships to the appropriate Service counselor/liaison and file the copy with the master USMEPCOM Form 727. Destroy after 6 months (file number 601-270a).

l. USMEPCOM PCN ZHM085 (Prefeedback Reconciliation Roster). This product will be generated, at a minimum, prior to transmitting the daily transaction file to the host computer at COB. It will reflect all records in the transaction file to be transmitted to the host computer, and will contain the-SSN, full name (if available), WRK, status, DOA, whether an automated ENTNAC or DD Form 4 was prepared, and operator ID (previously printed entries will be indicated with an asterisk after each operator ID). It will be sorted by SSN. The SSP will review this roster, verifying that all transactions listed are required. Discrepancies found will be corrected prior to transmitting the transaction file to the host computer. **Distribution:** File original with the master USMEPCOM Form 727 and forward the copy to the operations officer or SSP section. Destroy after 6 months (file number 601-270a).

m. USMEPCOM PCN ZHM086 (Service Allocation Roster). This report is used for mobilization purposes. **Distribution:** Forward to operations officer (file number 601-270a).

n. USMEPCOM PCN ZHM087 (No MEPRS Transaction List). This product will be generated throughout the duty day as desired. It will be extracted from the projection, add-on (late projections), walk-in, and no-show files, and will reflect by full name (if available), SSN, and SPF, personnel scheduled who don't have a MEPRS record in the daily transaction file.

Since the primary source for the projection data is the USMEPCOM Form 727, entries remaining on the MEPRS transaction list at COB will be verified against the original copy of the USMEPCOM Form 727 to determine why MEPRS transaction(s) were not entered.

Distribution: Forward all copies to the operations officer for appropriate action. Destroy when superseded or no longer needed (file number 601-270a).

o. USMEPCOM PCN ZHM088 (ATS Results Roster). This product will be generated in two parts each time option 3 of the ATS program is selected, and when option 1 of the print program is selected. It is used by the operations processing (testing) section only.

Distribution: File original with the MET site answer sheets. Forward the copy or destroy, as deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

(1) Part one will reflect the name, SSN, sequence number, test booklet number, SPF, WRK, education, AFQT, DAFQT, status, version, and remarks for each answer sheet scored by the OMR. It will be sorted by date and MET site number. Applicants with an AFQT score of 9 or below will be identified by an asterisk, which will require operations processing (testing) section personnel to verify the correct test version marked on page 1 by the applicant. The status code will be generated by the ATS program, and the "Remarks" portion of the roster will identify any required action the operations processing (testing) section personnel must take in regard to this applicant. The following comments will appear in the "Remarks" portion: "CONF TST REQ", "INVALID TST", "INVALID TST VER", or "CTMS INT REQ". The operations processing (testing) section personnel will take this report and match each name and SSN to the corresponding USMEPCOM Form 714-A. The roster, under the status heading, will reflect a code of "P", "G", "H", or "K". This code will be entered on the front of the USMEPCOM Form 714-A, item 19. Any SSN appearing on this product identifies that no corresponding USMEPCOM Form 714-A (personal data) has been entered into the MEPRS for the SSN. No SSN should appear on this product upon completion of the merging of personal data and test scores. The exceptions are incomplete USMEPCOM Forms 714-A that prevent merging test scores.

(2) Part two will reflect the result of an automatic check of the MEPS minidata base. It will reflect SSN, name, RID, most recent test version, test date, and most recent testing WRK. The MEPS will use this part to verify prior processing which occurred by the MEPS scoring the answer sheets.

p. USMEPCOM PCN ZHM089 (Prior Service Verification/Projected DEP Purge Report). This product will be generated automatically after files initialization and can be in three parts. **Distribu-**

tion: File the signed original. Return the annotated copy to the respective senior Service counselor/liaison. Destroy after 6 months (file number 601-270a).

(1) Part one will reflect applicants by SPF, that Defense Manpower Data Center (DMDC) has on file as PMS (active or Reserve) or is currently enlisted in a Service component.

(2) Part two will reflect applicants that were projected and received prior Service data from DMDC. After data entry verification by SSP, if an applicant receives a PMS match and it reflects the applicant did not claim PMS, all copies will be hand carried to the respective senior Service counselor/liaison. The original will be signed by the senior Service counselor/ liaison as acknowledgment of receipt and returned immediately. In the case of nonapplicants, the original will be signed by the senior Service counselor/liaison sponsoring the nonapplicant (DAZ, DFZ, DMZ, DNZ, and GPZ). No signature of acknowledgment will be obtained for the remaining nonapplicants (i.e., FBI, CIA, Peace Corps, etc.). The senior Service counselor/liaison will retain two copies and verify PMS for those applicants who indicated no PMS, and return an annotated copy with written processing guidance beside each name listed to the control desk. Specific processing procedures are contained in appendix P of this regulation.

(3) Part three will contain enlistees that have been in the DEP for 395 days. These records will be discharged from the DEP on the 13th month from the DEP DOE with a discharge code of "ZZZ".

q. USMEPCOM PCN ZHM091 (ATS Error List). This product is generated when option 2 on the ATS menu is selected. It will reflect, in hardcopy, the errors detected during the editing process of the ATS program. It is used by the operations processing (testing) section only. Identified error conditions must be corrected before answer sheets can be scored.

Distribution: Forward all copies to the operations processing (testing) section. Destroy when superseded or no longer needed (file number 601-270a).

r. USMEPCOM PCN ZHM092 (Check Test Listing). This product will be generated only when errors are detected in the check test read by the OMR. It is used by the operations processing (testing) section only. All check test errors will be identified by an asterisk. All errors identified in the check test must be corrected before answer sheets can be read by the OMR.

Distribution: Forward all copies to the operations processing (testing) section. Destroy when superseded or no longer needed (file number 601-270a).

s. USMEPCOM PCN ZHM093 (Prior Record Roster). This product will be generated automatically upon completion of the files initialization and will be in four parts. **Distribution:** Forward original to the counselor/liaison and/or CMO, if appropriate. Forward the copy to the operations officer, control desk, the SSP section, or file in the applicant's packet, if desired. Destroy when superseded or no longer needed (file number 601-270a).

(1) Part one contains "other MEPS processors" sorted by SSN and SPF, and will reflect the names of the other MEPS that provided prior processing. A USMEPCOM PCN 714ADP will also be produced for each applicant listed.

(2) Part two reflects the SSNs of all projections, add-ons (late projections), walk-ins, and SSN-pull requests that did not have a prior record on the host computer. Upon receipt, the entire roster will be reconciled against the appropriate source documents (the USMEPCOM Form 727 for projections, add-ons (late projections) and walk-ins). If the applicant has indicated prior processing, the appropriate Service counselor/liaison will be notified. The reconciliation for projections, add-ons (late projections), and walk-ins will be accomplished by the operations control desk personnel, verifying all SSNs listed for accuracy against the USMEPCOM Form 727. All SSN-pull requests will be reconciled by SSP against the source document used for the request.

(3) Part three contains information concerning previous processing that resulted in the applicant being disqualified (i.e., DEP discharge, "N" status code, previous medical disqualification). Provide this information to the respective recruiting Service counselor/liaison for action. However, if the previous disqualification was for medical reasons, the MEPS CMO must be advised of the condition to ensure the condition that previously disqualified the applicant has been rectified.

(4) Part four contains a list of applicants projected for processing that day that need refingerprinting. The list will be printed in alphabetical order by last name and given to the ENTNAC clerk. The clerk will ensure personnel on the list are refingerprinted during the PAI.

t. USMEPCOM PCN ZHM094 (Suspect Invalid SSN Roster). This product will be generated automatically after files initialization. It will reflect applicants sorted by SPF that have a suspected invalid SSN based on the host computer SSN edit provided by the Social Security Administration (SSA). This edit identifies SSNs that, according to SSA, have not been issued. The MEPS will verify data entry-with the source documents and submit corrections to SSNs, if required. MEPS personnel will

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hand carry all copies to the respective senior Service counselor/ liaison to be signed at the bottom of the roster to acknowledge receipt. **Distribution:** File signed original with the USMEPCOM PCN ZHM089. Forward the copy to the senior Service counselor/ liaison. Destroy when no longer needed (file number 601-270a).

u. USMEPCOM PCN ZHM095 (Clean Test Listing). This product will be generated only when the clean test is completed by the OMR and errors are detected.- It is used by the operations processing (testing) section only. All clean test errors will be identified by an asterisk. All errors identified in the clean test must be corrected and the batch reread. **Distribution:** Forward all copies to the operations processing (testing) section. Destroy when superseded or no longer needed (file number 601-270a).

v. USMEPCOM PCN ZHM096 (X-ray Equipment Status Report). This report will be generated each time medical processing section personnel enter X-ray equipment status information via the System 80 terminal. The information used to generate this report is automatically communicated to the host computer during the MEPS next communication time. The report will reflect the number of chest X-rays taken, number of applicants shipped without chest X-rays, down date, and expected update for both special purpose and general purpose diagnostic/chest X-ray system. **Distribution:** Forward all copies to the medical section. Destroy after 1 month (file number 601-270a).

w. USMEPCOM PCN ZHM100 (HIV Results Pending Roster). This product will be generated daily and reviewed by the MEPS medical processing section. It will list applicants currently on the MEPS minidata base with an HIV code of "5A". The roster will reflect full name, SSN, SPF, and last full medical DOA and will be sorted by SPF or specimen number. **Distribution:** Forward original to the medical processing section and the remaining copy as deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

x. USMEPCOM PCN ZHM101 (Projected DEP-out Roster (Daily)). This product will be generated each morning after files initialization. It will reflect applicants scheduled to DEP-out that processing day based on yesterdays projections, as well as the next 6 days (days 1 through 7). It will reflect full name, SSN, DEP DOE, DEP PADD, HIV result, and transfer-to-code, if available. **Distribution:** Forward original to respective service counselor/liaison and the copy to the control desk clerk. If, for some reason an applicant listed will not DEP-out that day, the counselor/liaison will return the copy to the control desk annotated in the "Remarks" section the action to be taken in the MEPRS (Example: DEP discharge pending, DEP extension until

YYMMDD, etc.). Destroy when superseded or no longer needed (file number 601-270a).

y. USMEPCOM PCN ZHM102 (Projected DEP-out Roster (Monthly)). This product will be generated as desired. It will contain (by day and Service) the number of applicants projected to DEP-out on the dates indicated. When generated, this product will be used to forecast workload and determine personnel requirements during peak processing days. **Distribution:** As deemed appropriate by the operations officer. This roster will start on day 8 and forecast the next 30 days (days 8 through 38). Destroy when superseded or no longer needed (file number 601-270a).

z. USMEPCOM PCN ZHM103 (Purge Roster). This product will be generated automatically after files initialization or by using the print program. The roster will be used to purge applicant packets from the files room. The MEPS will conduct purges, at a minimum weekly, after receipt of this roster. The roster will reflect full name, SSN, RID, and documents to be purged. Example: If a RID 3 is indicated and it has been 24 months since the physical was conducted, then the roster will indicate that only the physical needs to be purged. The host computer will automatically change the RID to a 1. All RIDs 1 and 2 can be removed and destroyed in their entirety. **Distribution:** Forward original to the files room for purge action and the copy as deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

aa. USMEPCOM PCN ZHM104 (Feedback Report). This product will be generated automatically after files initialization or by using the print program. It will list all MEPRS accepted and erroneous transactions received by the host computer and processed during the daily cycle. Automated ENTNACs submitted to DIS will be reflected at the end of this report as "Y000" transactions. A copy will be provided to the ENTNAC clerk for monitoring the program. Resubmissions will also appear at the end of this report as "Y000" transactions. **Distribution:** Forward original to the SSP section or attach to USMEPCOM Form 727 and forward the copy as deemed appropriate by the operations officer. Destroy after 6 months (file number 601-270a).

bb. USMEPCOM PCN ZHM106 (Minidata Base - ENTNAC Status). NOT AVAILABLE AT THIS TIME. This product is generated from the host data base reports screen. This product queries the MEPS minidata base for applicants that have not received results of an automated ENTNAC. The product will be in two parts. Part one is sorted alphabetically and part two is sorted by SPF. This product will be produced weekly and used by the ENTNAC clerk. **Distribution:** As deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

270a).

cc. USMEPCOM PCN ZHM107 (Errored Records Roster). This product, upon receipt of the USMEPCOM PCN ZHM104, will be automatically generated upon completion of the files initialization. It will reflect erroneous records that have not been purged or corrected. The office generating the error will be responsible for furnishing the SSP section the necessary data to correct the error before COB. Errors received will be corrected by submitting an appropriate MEPRS transaction not later than COB (aptitude data can only be corrected by the special operations processing (testing) section User-ID). **Distribution:** Forward original to the operations officer for review and the copy, as deemed necessary, is forwarded to each section responsible for the error. Destroy after 1 month (file number 601-270a).

dd. USMEPCOM PCN ZHM108 (Communication Report). This product will be generated automatically upon termination of successful communication with the host computer. It will reflect the files transmitted/received and communications status code (C = complete and I = interrupt). **Distribution:** Forward original to the SSP section, destroy after 7 days; the remaining copy may be destroyed, if not needed (file number 601-270a).

ee. USMEPCOM PCN ZHM109 (Files Initialization Report). This product will be generated automatically upon completion of the files initialization. It will reflect the number of records added, deleted, and remaining in the various files listed. **Distribution:** Forward original to the SSP section, destroy after 7 days; the remaining copy may be destroyed if not needed (file number 601-270a).

ff. USMEPCOM PCN ZHM110 (MEPRS-ARADS Discrepant Data). NOT AVAILABLE AT THIS TIME. This product will be automatically generated upon termination of the Army Recruiting and Accession Data System (ARADS)-in program. A separate product will be generated for each data block that has a discrepancy between the two systems. Source documents will be reviewed to verify data and keystroking. If discrepancies are in MEPRS; submit a correction record. If the errored record has not been communicated (still resides in the transaction file), recall the record and correct it. If the discrepancy is in the ARADS, the original copy will be given to the counselor/liaison for resolution.

Aptitude and/or medical discrepancies will be given to the operations officer for resolution. **Distribution:** Forward original to the counselor/liaison and the copy to SSP. Destroy when superseded or no longer needed (file number 601-270a).

gg. USMEPCOM PCN ZHM111 (User ID Table). This product will be generated as changes are made to the User ID table. This

product is needed to identify individuals that entered data into the MEPRS. This individual unique User ID appears on the ZHM085, USMEPCOM PCN 714ADPs, and is retained on the host data base.

Distribution: Maintain original by the Automated Data Processing Systems Security Officer for a period of 1 year or when superseded. The copy may be destroyed, if not needed (file number 601-270a).

hh. USMEPCOM PCN ZHM112 (MEPS ID Table). This product is generated as desired. After the MEPS ID table is updated, a hardcopy of the change(s) can be produced for historical purposes. **Distribution:** Forward all copies to the SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

ii. USMEPCOM PCN ZHM113 (Swear-in-Officers Table). This product is generated as desired. After the swear-in-officers table is updated, a hardcopy of the change(s) can be produced for historical purposes. **Distribution:** Forward all copies to the SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

jj. USMEPCOM PCN ZHM114 (Career Counselors Table). This product is generated as desired. After the career counselors table is updated, a hardcopy of the change(s) can be produced for historical purposes. **Distribution:** Forward all copies to the SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

kk. USMEPCOM PCN ZHM115 (MET Site Table). This product must be generated each time the MET site table is updated. **Distribution:** Forward original and copy to the assistant operations officer; original will be filed and the copy destroyed. In the event of a System 80 failure which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

ll. USMEPCOM PCN ZHM116 (Test Administrators Table). This product is generated each time the TAs table is updated. **Distribution:** All copies to the assistant operations officer; original will be filed and the copy destroyed. In the event of a System 80 failure which requires recreating the tables file, the original will be filed. Destroy when superseded c- no longer needed (file number 601-270a).

mm. USMEPCOM PCN ZHM117 (Telephone Number Table). This product is generated as desired after the telephone number table

is updated for historical purposes. **Distribution:** Forward all copies to the SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

nn. USMEPCOM PCN ZHM118 (ASO Signature Block Table). This product is generated as desired after the automated system orders (ASO) signature block table is updated for historical purposes. **Distribution:** Forward all copies to SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

oo. USMEPCOM PCN ZHM119 (ASO Accounting Data Table). This product is generated as desired after the ASO accounting data table is updated for historical purposes. **Distribution:** Forward all copies to SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

pp. USMEPCOM PCN ZHM120 (MEPS Address Table). This product is generated as desired after the MEPS address table is updated for historical purposes. **Distribution:** Forward all copies to SSP section. In the event of a System 80 failure, which requires recreating the tables file, the original will be filed. Destroy when superseded or no longer needed (file number 601-270a).

qq. USMEPCOM PCN ZHM121 (Minidata Base Query). This product will be generated automatically when projections, add-ons (late projections), walk-ins, and SSN-pulls are entered via the host data base screen. The report will reflect SPF, SSN, name, age, status, RID, date of last test, test ID, date of last physical/age in months, date of last inspect/age in days, ineligibility/eligibility based on HIV, DAT, eligibility date, and "PAMDAHO". If eligibility date is greater than the "as of date of the product," the statement "CANNOT PROCESS," will be printed. It will be printed in the sequence the SSNs were entered on the screen. See appendix S, paragraph S-2, for further explanation of the "PAMDAHO". **Distribution:** As a result of a projection, add-on (late projection) or walk-in, the original will be filed with the applicable USMEPCOM Form 727. The copy will be forwarded to the files room for packet accountability. Destroy after 6 months (file number 601-270a).

rr. USMEPCOM PCN ZHM122 (Minidata Base - Duplicate Records List). This report is generated from the host data base reports screen. The report will query the MEPS minidata base for applicants that have the same DOB, last name, and first position of

first name. This report will be produced, at a minimum, every 6 months to assist the MEPS in researching possible duplicate records on the files room shelf. **Distribution:** As deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

ss. USMEPCOM PCN ZHM123 (Minidata Base - Suspect Processing

Actions). This report is generated from the host data base reports screen. The report queries the MEPS minidata base and prints out a listing of applicants that have an aptitude data block and a medical data block present (RID 3), and a status code of "M", "K", "P", or "G". This report will be produced, at a minimum, every 6 months for the MEPS to use to determine correct overall status code contained in the data base. **Distribution:** As deemed appropriate by the operations officer: Destroy when superseded or no longer needed (file number 601-270a).

tt. USMEPCOM PCN ZHM124 (Daily Workload Roll-up). This report is generated as desired.. It is recommended that this report be produced daily (at COB) to reflect that day's processing workload. The report will reflect by SPF, projections, add-ons (late projections), walk-ins, and no-shows as entered into the MEPRS. The information will be maintained on the host computer to be used in management reports. The report is available via the print program and requires 132-character (wide) computer paper. **Distribution:** As deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).

uu. USMEPCOM PCN ZHM125 (Minidata Base - MEDPACK Report). This report is generated from the host data base reports screen. This report queries the MEPS minidata base for all medical WRKs "1", "2", "5", "6", or "7" with an overall status code of "E", "J", "R", or "L". The report is sorted by status code, then alphabetically within the status code. This report will be produced every 6 months and used by medical processing section personnel to verify the accurate coding of the USMEPCOM Overprint 88. **Distribution:** As deemed appropriate by the operations officer. Destroy when superseded or no longer needed (file number 601-270a).